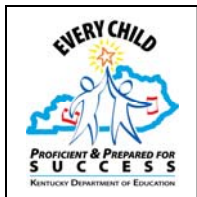


KENTUCKY TRANSPORTATION PROGRAM FORMS



Pupil Transportation Branch
2008



BOARD OF EDUCATION

PREVENTATIVE MAINTENANCE INSPECTION REPORT

DATE ____ / ____ / ____ MECHANIC _____ VEHICLE NUMBER _____

ODOMETER _____ In space after each item indicate condition as follows:

() Item is O.K. (O) Adjustment Made (X) Repairs Needed (Write Up on Work Order)

No.	ITEM	No.	ITEM	No.	ITEM
-----	------	-----	------	-----	------

ROAD TEST ON LOT

1-1	Engine Oil (Quarts Low)		1-9	Clutch Disengagement		1-17	Windshield Wipers	
1-2	Ignition Switch		1-10	Drive Test (On Lot)		1-18	Glass	
1-3	Engine Operation		1-11	Transmission Shift		1-19	Heater & Defroster	
1-4	Oil Pressure		1-12	Horn		1-20	Shutdown Operation	
1-5	Instruments		1-13	Steering Play		1-21	Air Bleed Off	
1-6	Air Tanks		1-14	Brake Performance		1-22	Lights & Reflectors	
1-7	Air Pressure Build Up		1-15	Parking Brake				
1-8	Pedals & Pads		1-16	Windshield Washers				

REAR AXLE

2-1	Differential		2-6	Shackles		2-11	Spring Leaves	
2-2	Pinion Seal		2-7	Breathers		2-12	Axle Housings	
2-3	Fluid Level (Pts.)		2-8	U Bolts		2-13	Brake Lines & Connections	
2-4	Shock Absorbers & Linkage		2-9	Rebound Clips		2-14	Brake Adjustments	
2-5	Brackets		2-10	Center Bolts				

DRIVE LINES

CHASSIS FRAME & FUEL

3-1	Yokes & Splines		4-1	Tail Pipe		4-5	Lines & Fittings	
3-2	Flange Bolts		4-2	Muffler		4-6	Air-Fuel-Oil Filters	
3-3	Universal Joints		4-3	Exhaust Pipe		4-7	Air Lines & Hangers	
3-4	Center Bearings		4-4	Hangers		4-8	Splash Guards	

TRANSMISSION

FRONT AXLE

5-1	Leaks		7-1	Slack Adjusters		7-9	Center Bolts	
5-2	Fluid Level (Pts.)		7-2	Brake Chambers		7-10	Rebound Clips	
5-3	Auxiliary Filter		7-3	Brake Adjustment		7-11	U Bolts	
5-4	Shift Linkage		7-4	Brake Lines & Connections		7-12	Shackles & Brackets	
5-5	Modulator		7-5	Backing Plates		7-13	Shock Absorbers & Linkage	
	CLUTCH		7-6	Tie Rods & Ends		7-14	Thrust Bearing	
6-1	Mechanical (" Clear)		7-7	Axle		7-15	Shims	
6-2	Return Spring		7-8	Spring Leaves				

In space after each item indicate condition as follows:

() Item is O.K. (O) Adjustment Made (X) Repairs Needed (Write Up on Work Order)

No.	ITEM	No.	ITEM	No.	ITEM
-----	------	-----	------	-----	------

ENGINE

8-1	Water Leaks		8-5	Exhaust Flanges		8-9	Battery Voltage Range (H to	
8-2	Steering Gear & U Joints		8-6	Governor (RPM)			(.V) to (.V)	
8-3	Fan Belts		8-7	Oil Leaks		8-10	Battery Cell Level	
8-4	Fuel Leaks		8-8	Oil Pressure				

CAB AND BODY

9-1	Grab Handles & Mirrors		9-7	Seat Belts & Upholstery		9-13	Bumpers	
9-2	Steps & Stepwell		9-8	Emergency & Safety		9-14	License Place & Light	
9-3	Doors & Stops		9-9	Bay Doors & Cables		9-15	Fuel Tank Cap	
9-4	Handles & Hinges		9-10	Inspect Wiring Loom		9-16	Hood & Latches	
9-5	Seals & Weather Stripping		9-11	Fenders		9-17	Stop Arm	
9-6	Under-Dash Wiring		9-12	Front, Rear & Side Panels		9-18	Crossing Arm	

WHEELS AND TIRES

11-	Alignment		11-2	Wheels & Lock Rims		11-3	Lugs & Studs	
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TIRE PRESSURE

	Denth/Pressure			Denth/Pressure		
11-6	Left Steering		11-9	Right Steering		
11-7	Left O. Drive		11-10	Right O. Drive		
11-8	Left I. Drive		11-11	Right R. Drive		

PREVENTATIVE MAINTENANCE INSPECTION REPORT

DATE ____ / ____ / ____ MECHANIC _____
VEHICLE NUMBER _____

ODOMETER _____ In space after each item indicate condition as follows:
() Item is O.K. (O) Adjustment Made (X) Repairs Needed (Write Up on Work Order)

No.	ITEM	No.	ITEM	No.	ITEM
-----	------	-----	------	-----	------

ROAD TEST ON LOT

1-1	Engine Oil (Quarts Low)		1-9	Clutch Disengagement		1-17	Windshield Wipers	
1-2	Ignition Switch		1-10	Drive Test (On Lot)		1-18	Glass	
1-3	Engine Operation		1-11	Transmission Shift		1-19	Heater & Defroster	
1-4	Oil Pressure		1-12	Horn		1-20	Shutdown Operation	
1-5	Instruments		1-13	Steering Play		1-21	Air Bleed Off	
1-6	Air Tanks		1-14	Brake Performance		1-22	Lights & Reflectors	
1-7	Air Pressure Build Up		1-15	Parking Brake				
1-8	Pedals & Pads		1-16	Windshield Washers				

REAR AXLE

2-1	Differential		2-6	Shackles		2-11	Spring Leaves	
2-2	Pinion Seal		2-7	Breathers		2-12	Axle Housings	
2-3	Fluid Level (Pts.)		2-8	U Bolts		2-13	Brake Lines & Connections	
2-4	Shock Absorbers & Linkage		2-9	Rebound Clips		2-14	Brake Adjustments	
2-5	Brackets		2-10	Center Bolts				

DRIVE LINES

CHASSIS FRAME & FUEL

3-1	Yokes & Splines		4-1	Tail Pipe		4-5	Lines & Fittings	
3-2	Flange Bolts		4-2	Muffler		4-6	Air-Fuel-Oil Filters	
3-3	Universal Joints		4-3	Exhaust Pipe		4-7	Air Lines & Hangers	
3-4	Center Bearings		4-4	Hangers		4-8	Splash Guards	

TRANSMISSION

FRONT AXLE

5-1	Leaks		7-1	Slack Adjusters		7-9	Center Bolts	
5-2	Fluid Level (Pts.)		7-2	Brake Chambers		7-10	Rebound Clips	
5-3	Auxiliary Filter		7-3	Brake Adjustment		7-11	U Bolts	
5-4	Shift Linkage		7-4	Brake Lines & Connections		7-12	Shackles & Brackets	
5-5	Modulator		7-5	Backing Plates		7-13	Shock Absorbers & Linkage	
	CLUTCH		7-6	Tie Rods & Ends		7-14	Thrust Bearing	
6-1	Mechanical (" Clear)		7-7	Axle		7-15	Shims	
6-2	Return Spring		7-8	Spring Leaves		7-16	Change Oil	
6-3	Bearing					7-17	Grease All Fittings	

In space after each item indicate condition as follows:

() Item is O.K. (O) Adjustment Made (X) Repairs Needed (Write Up on Work Order)

No.	ITEM	No.	ITEM	No.	ITEM
-----	------	-----	------	-----	------

ENGINE

8-1	Water Leaks		8-5	Exhaust Flanges		8-9	Battery Voltage Range (H to	
8-2	Steering Gear & U Joints		8-6	Governor (RPM)			(.V) to (.V)	
8-3	Fan Belts		8-7	Oil Leaks		8-10	Battery Cell Level	
8-4	Fuel Leaks		8-8	Oil Pressure				

CAB AND BODY

9-1	Grab Handles & Mirrors		9-7	Seat Belts & Upholstery		9-13	Bumpers	
9-2	Steps & Stepwell		9-8	Emergency & Safety		9-14	License Place & Light	
9-3	Doors & Stops		9-9	Bay Doors & Cables		9-15	Fuel Tank Cap	
9-4	Handles & Hinges		9-10	Inspect Wiring Loom		9-16	Hood & Latches	
9-5	Seals & Weather Stripping		9-11	Fenders		9-17	Stop Arm	
9-6	Under-Dash Wiring		9-12	Front, Rear & Side Panels		9-18	Crossing Arm	

WHEELS AND TIRES

11-	Alignment		11-2	Wheels & Lock Rims		11-3	Lugs & Studs	
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TIRE PRESSURE

	Depth/Pressure			Depth/Pressure		
11-6	Left Steering		11-9	Right Steering		
11-7	Left O. Drive		11-10	Right O. Drive		
11-8	Left I. Drive		11-11	Right R. Drive		

**PREVENTATIVE MAINTENANCE INSPECTION REPORT
FOR GASOLINE POWERED UNITS ONLY**

DATE / / MECHANIC VEHICLE NUMBER

ODOMETER In space after each item indicate condition as follows:

() Item is O.K. (O) Adjustment Made (X) Repairs Needed (Write Up on Work Order)

No.	ITEM	No.	ITEM	No.	ITEM
-----	------	-----	------	-----	------

ROAD TEST ON LOT

1-1	Engine Oil (Quarts Low)		1-9	Pedals & Pads		1-17	Windshield Washers	
1-2	Ignition Switch		1-10	Clutch Disengagement		1-18	Windshield Wipers	
1-3	Engine Operation		1-11	Drive Test (On Lot)		1-19	Glass	
1-4	Governor		1-12	Transmission Shift		1-20	Heater & Defroster	
1-5	Oil Pressure		1-13	Horn		1-21	Shutdown Operation	
1-6	Instruments		1-14	Steering Play		1-22	Air Bleed Off	
1-7	Air Tanks		1-15	Brake Performance		1-23	Lights & Reflectors	
1-8	Air Pressure Build Up		1-16	Parking Brake		1-24		

REAR AXLE

2-1	Differential		2-6	Shackles		2-11	Spring Leaves	
2-2	Pinion Seal		2-7	Breathers		2-12	Axle Housings	
2-3	Fluid Level (Pts.)		2-8	U Bolts		2-13	Brake Lines & Connections	
2-4	Shock Absorbers & Linkage		2-9	Rebound Clips		2-14	Brake Adjustments	
2-5	Brackets		2-10	Center Bolts		2-15	Backing Plates	

DRIVE LINES

CHASSIS FRAME & FUEL

3-1	Yokes & Splines		4-1	Tail Pipe		4-6	Air-Fuel-Oil Filters	
3-2	Flange Bolts		4-2	Muffler		4-7	Air Lines & Hangers	
3-3	Universal Joints		4-3	Exhaust Pipe		4-8	Splash Guards	
3-4	Center Bearings		4-4	Hangers		4-9	Mounting Bolts	
			4-5	Lines & Fittings		4-10	Fuel Tank & Straps	

TRANSMISSION

CLUTCH

5-1	Leaks		5-5	Modulator		6-1	Mechanical (")	
5-2	Fluid Level (Pts.)		5-6	Breather		6-2	Return Spring	
5-3	Auxiliary Filter					6-3	Bearing	
5-4	Shift Linkage					6-4	Linkage	

In space after each item indicate condition as follows:

() Item is O.K. (O) Adjustment Made (X) Repairs Needed (Write Up on Work Order)

No.	ITEM	No.	ITEM	No.	ITEM
-----	------	-----	------	-----	------

FRONT AXLE

7-1	Slack Adjusters	7-7	Axle	7-13	Shock Absorbers & Linkage
7-2	Brake Chambers	7-8	Spring Leaves	7-14	Thrust Bearing
7-3	Brake Adjustment	7-9	Center Bolts	7-15	Shims
7-4	Brake Lines & Connections	7-10	Rebound Clips	7-16	Change Oil
7-5	Backing Plates	7-11	U Bolts	7-17	Grease All Fittings
7-6	Tie Rods & Ends	7-12	Shackles & Brackets	7-18	King Pin

ENGINE

8-1	Water Leaks	8-14	Air Cleaner	8-28	Engine Compression
8-2	Steering Gear & U Joints	8-15	Crankcase/Ventilation		1 2 3 4
8-3	Fan Belts	8-16	Radiator Mountings		5 6 7 8
8-4	Fuel Leaks	8-17	Water Pump Bearings	8-29	Distributor
8-5	Heat Riser	8-18	Alternator & Bearings	8-30	Wiring
8-6	Exhaust Flanges	8-19	Fan Assembly & Bearings	8-31	Coil (Primary Volt.
8-7	Governor (RPM)	8-20	Vibration Dampener	8-32	Timing
8-8	Oil Leaks	8-21	Power Steering Pump	8-33	Carburetor
8-9	Oil Pressure	8-22	Compressor	8-34	Air Fuel Ratio
8-	Battery Voltage Range (H to	8-23	Fuel Pump	8-35	Thermostat
	(.V) to (.V)	8-24	Smoke Control System	8-36	Anti-Freeze
8-	Battery Cell Level	8-25	Manifolds	8-37	Road Test
8-	Alt./Reg. (Volts. Amps	8-26	Engine Mounts		
8-	Starter Draw (AMPS	8-27	Spark Plugs		

CAB AND BODY

9-1	Grab Handles & Mirrors	9-8	Emergency & Safety	9-15	Fuel Tank Cap
9-2	Steps & Stepwell	9-9	Bay Doors & Cables	9-16	Hood & Latches
9-3	Doors & Stops	9-10	Inspect wiring loom	9-17	Stop Arm
9-4	Handles & Hinges	9-11	Fenders	9-18	Crossing Arm
9-5	Seals & Weather Stripping	9-12	Front, Rear & Side Panels	9-19	Pedal Shaft Side Play
9-6	Under-dash Wiring	9-13	Bumpers		
9-7	Seat Belts & Upholsterv	9-14	License Place & Light		

PARKING BRAKE

10-	Linkage	10-2	Cable		
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WHEELS AND TIRES**TIRE PRESSURE**

11-1	Alignment		Depth/Pressure		Depth/Pressure
11-2	Wheels & Lock Rims	11-6	Left Steering	11-9	Right Steering
11-3	Lugs & Studs	11-7	Left O. Drive	11-10	Right O. Drive
		11-8	Left I. Drive	11-11	Right R. Drive

KENTUCKY DEPARTMENT OF EDUCATION

REPORT D

PREVENTATIVE MAINTENANCE INSPECTION REPORTDATE _____ / _____ / _____
NUMBER _____

MECHANIC _____ VEHICLE _____

ODOMETER _____ In space after each item indicate condition as follows:

() Item is O.K. (O) Adjustment Made (X) Repairs Needed (Write Up on Work Order)

No.	ITEM	No.	ITEM	No.	ITEM
-----	------	-----	------	-----	------

ROAD TEST ON LOT

1-1	Engine Oil (Quarts Low)		1-9	Clutch Disengagement		1-17	Windshield Wipers	
1-2	Ignition Switch		1-10	Drive Test (On Lot)		1-18	Glass	
1-3	Engine Operation		1-11	Transmission Shift		1-19	Heater & Defroster	
1-4	Oil Pressure		1-12	Horn		1-20	Shutdown Operation	
1-5	Instruments		1-13	Steering Play		1-21	Air Bleed Off	
1-6	Air Tanks		1-14	Brake Performance		1-22	Lights & Reflectors	
1-7	Air Pressure Build Up		1-15	Parking Brake		1-23	Clean & Accessories	
1-8	Pedals & Pads		1-16	Windshield Washers				

REAR AXLE

2-1	Differential		2-8	U Bolts		2-15	Backing Plates	
2-2	Pinion Seal		2-9	Rebound Clips		2-16	Slack Adjusters	
2-3	Fluid Level (Pts.)		2-10	Center Bolts		2-17	Axle Shafts & Spindles	
2-4	Shock Absorbers & Linkage		2-11	Spring Leaves		2-18	Wheel Bearings	
2-5	Brackets		2-12	Axle Housings		2-19	Seals	
2-6	Shackles		2-13	Brake Lines & Connections		2-20	Hubs & Drums	
2-7	Breathers		2-14	Brake Lining		2-21	Wheel Cylinders	

DRIVE LINES**CHASSIS FRAME & FUEL**

3-1	Yokes & Splines		4-1	Tail Pipe		4-8	Splash Guards	
3-2	Flange Bolts		4-2	Muffler		4-9	Mounting Bolts	
3-3	Universal Joints		4-3	Exhaust Pipe		4-10	Fuel Tank & Straps	
3-4	Center Bearings		4-4	Hangers		4-11	Frame Rails	
			4-5	Lines & Fittings		4-12	Cross Members	
			4-6	Air-Fuel-Oil Filters		4-13	Brackets	
			4-7	Air Lines & Hangers				

TRANSMISSION**CLUTCH**

5-1	Leaks		6-1	Mechanical (" Clear)				
5-2	Fluid Level (Pts.)		6-2	Return Spring				
5-3	Auxiliary Filter		6-3	Bearing				
5-4	Shift Linkage		6-4	Linkage				
5-5	Modulator		6-5	Plate Thickness ()				

5-6	Breather		6-6	T. O. Bearing Clearance				
5-7	Mountings		6-7	Clutch Cable				

(Page 2 of Report D)

In space after each item indicate condition as follows:

() Item is O.K. (O) Adjustment Made (X) Repairs Needed (Write Up on Work Order)

No.	ITEM	No.	ITEM	No.	ITEM
-----	------	-----	------	-----	------

FRONT AXLE

7-1	Slack Adjusters		7-9	Center Bolts		7-17	Grease All Fittings	
7-2	Brake Chambers		7-10	Rebound Clips		7-18	King Pin	
7-3	Brake Adjustment		7-11	U Bolts		7-19	Seals	
7-4	Brake Lines & Connections		7-12	Shackles & Brackets		7-20	Bearings	
7-5	Backing Plates		7-13	Shock Absorbers & Linkage		7-21	Hubs and Drums	
7-6	Tie Rods & Ends		7-14	Thrust Bearing		7-22	Wheel Cylinders	
7-7	Axle		7-15	Shims		7-23	Spindles	
7-8	Spring Leaves		7-16	Change Oil		7-24	Grease Drains	

ENGINE

8-1	Water Leaks		8-11	Alt./Reg. (Volts. Amps		8-22	Fuel Pump	
8-2	Steering Gear & U Joints		8-12	Starter Draw (AMPS		8-23	Manifolds	
8-3	Fan Belts		8-13	Air Cleaner		8-24	Engine Mounts	
8-4	Fuel Leaks		8-14	Crankcase/Ventilation		8-25	Engine Compression	
8-5	Exhaust Flanges		8-15	Radiator Mountings			1 2 3 4	
8-6	Governor (RPM)		8-16	Water Pump Bearings			5 6 7 8	
8-7	Oil Leaks		8-17	Alternator & Bearings		8-26	Wiring	
8-8	Oil Pressure		8-18	Fan Assembly & Bearings		8-27	Thermostat	
8-9	Battery Voltage Range (H to		8-19	Vibration Dampener		8-28	Anti-Freeze	
	(V) to (V)		8-20	Power Steering Pump		8-29	Road Test	
8-	Battery Cell Level		8-21	Compressor				

CAB AND BODY

9-1	Grab Handles & Mirrors		9-8	Emergency & Safety		9-15	Fuel Tank Cap	
9-2	Steps & Stepwell		9-9	Bay Doors & Cables		9-16	Hood & Latches	
9-3	Doors & Stops		9-10	Inspect wiring loom		9-17	Stop Arm	
9-4	Handles & Hinges		9-11	Fenders		9-18	Crossing Arm	
9-5	Seals & Weather Stripping		9-12	Front, Rear & Side Panels		9-19	Pedal Shaft Side Play	
9-6	Under-Dash Wiring		9-13	Bumpers				
9-7	Seat Belts & Upholsterv		9-14	License Place & Light				

PARKING BRAKE

10-	Linkage		10-3	Lining & Adjustments				
10-	Cable		10-4	Parking Brake Valve				

WHEELS AND TIRES

TIRE PRESSURE

11-1	Alignment			Depth/Pressure			Depth/Pressure	
11-2	Wheels & Lock Rims		11-6	Left Steering		11-9	Right Steering	
11-3	Lugs & Studs		11-7	Left O. Drive		11-10	Right O. Drive	
11-4	Tire Balance		11-8	Left I. Drive		11-11	Right R. Drive	

11-5	Wheel/Axle Stops							
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VEHICLE FUEL REPORT

Month: _____ Vehicle No.: _____

Driver: _____

Odometer Previous No. _____

[illegible]

TOTALS

SAMPLE: VEHICLE FUEL REPORT

FUEL MONTHLY

[illegible]

14

Bill to: _____ Board of Education	VENDOR NAME AND ADDRESS	PURCHASE ORDER	
Address:			
ATTN:			
Ship To:		PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES	
ATTN:	CODE:	Purchase Order Number	Sequential Numbers

VENDOR ORDER NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
TAX EXEMPT NO. _____		TOTAL AMOUNT			

_____ First Copy (Vendor)
 Authorized Signature Second Copy (Data Processing)
 DATE _____ Third Copy (Writer)

SAMPLE: PURCHASE ORDER

SAMPLE:

[illegible]

SAMPLE: PERPETUAL PARTS INVENTORY CARD

PHYSICAL PARTS INVENTORY

[illegible]

Sample: Physical Parts Inventory Form

Board of Education

SERVICE RUN REQUEST

Service Run Mileage:			
Bus No.	Time:	Date:	
Location:			
Time of Next Run:		Loaded:	Empty:
Driver's Report:			
Mechanic:			
Mechanic's Report:			
Parts Used:			

Sample: Service Run Request

MONTHLY SERVICE RUN SUMMARY

BOARD OF EDUCATION

_____, 20_____
MONTH

DATE	BUS. NO.	LOCATION	TROUBLE FOUND	MILES	VEHICLE DOWN TIME	SERVICE RUN	WORK ORDER NO	SYSTEM NUMBER	MECHANIC

Sample: Monthly Service Run Summary

MONTHLY SERVICE RUN SUMMARY
SCHOOL DISTRICT

Month _____

20 _____

System No	Description	Total Last Month	Total This Month	Year To Date
01	Cab Heating, Venting, A.C.			
02	Cab Interior & Exterior			
03	Instruments			
11	Front Axle			
12	Rear Axle			
13	Brake System			
14	Frame (Chassis)			
15	Steering System			
16	Suspension			
17	Tires			
18	Wheels, Rims, Hubs			
23	Clutch and Controls			
24	Drive Line			
26	Transmission			
31	Electrical Charging			
32	Engine Starting			
33	Electrical Ignition			
34	Electrical Lighting			
41	Air Intake System			
42	Cooling System			
43	Exhaust System			
44	Fuel System			
45	Power Plant			
61	Power Plant			
62	Lift			
	Out of Fuel			
	Not at Location			
	Run Cancelled			
	No Problem Found			
	Accident			
	Fire			
	Other			

Total Service Runs

Fleet Total X

Total Service Runs vs. Fleet Total

Service Run Total 01-62

01-62 vs. Fleet Total

Service Run Total O/F – Other

Out-Fuel - Other vs. Fleet Total

DRIVER INSPECTION REPORT

DRIVER SIGNATURE

DATE

M _____
T _____
W _____
T _____
F _____

SCHOOL DISTRICT

COMPOUND NO. _____ BUS NO. _____

MECHANIC

SIGNATURE _____

DATE _____

<p>M T W T F □□□□□ OK - DIFFERENTIAL _____ Defective</p>	<p>M T W T F □□□□□ OK-TRANSMISSION _____ Defective</p>	<p>M T W T F □□□□□ OK - TIRES & WHEELS _____ Steering _____ Drive</p>	<p>M T W T F □□□□□ OK - GLASS _____ Mirror _____ Window</p>
<p>M T W T F □□□□□ OK - EXHAUST _____ Defective</p>	<p>M T W T F □□□□□ OK - FRONT OR REAR DOOR _____ Defective</p>	<p>M T W T F □□□□□ OK - WINDSHIELD WASHER _____ Defective</p>	<p>M T W T F □□□□□ OK - WINDSHIELD WIPER _____ Defective</p>
<p>M T W T F □□□□□ OK-FIRST AID KIT _____ Missing _____ Incomplete</p>	<p>M T W T F □□□□□ OK-WARNING REFLECT _____ Broken _____ Missing</p>	<p>M T W T F □□□□□ OK - SEATS (Circle) _____ Slashed 111111111111111 _____ Broken 111111111111111</p>	<p>M T W T F □□□□□ OK-COOLING SYSTEM _____ Fan Belt _____ Radiator _____ Heater Leaks</p>
<p>M T W T F □□□□□ OK-BRAKES _____ Adjust Emergency _____ Adjust Foot _____ Grabs _____ No Air Pressure</p>	<p>M T W T F □□□□□ OK - MOTOR _____ Knocks _____ Smokes _____ Missing _____ Won't Idle _____ No Power _____ Overheats _____ No Oil Pressure</p>	<p>M T W T F □□□□□ OK - STEERING _____ Binds _____ Excessive Play _____ Shimmys</p>	<p>M T W T F □□□□□ OK - FIRE EXTINGUISHER</p>
<p>M T W T F □□□□□ OK-ELECTRICAL _____ Battery _____ Starter _____ Brake Light _____ Taillight _____ Clearance Light _____ Horn _____ Directionals _____ Headlights _____ Heater & Defroster _____ Instrument Panel _____ Rear Door & Brake Buzzer _____ Stop Arm & Light</p>	<p>M T W T F □□□□□ BUS IS SAFE M T W T F □□□□□ UNSAFE TO DRIVE TODAY _____</p>	<p>REMARKS: _____ _____ _____ _____ _____</p>	

BOARD OF EDUCATION

OUT OF SERVICE

VEHICLE NO. _____

DATE IN _____ / _____ / _____ TIME _____

MECHANIC'S NAME _____

REASON (OTHER THAN P. M.) _____

CHECK FOR P.M. COMPLETION

C ☐

RETURN TO SHOP

D ☐

ATTACH TO WORK ORDER NO. _____

REPAIRED BY _____

DATE OUT _____ / _____ / _____ TIME _____

SHOP COPY

Sample: Out of Service Tag

BOARD OF EDUCATION

QTY.	ACCESSORIES – TIRES AND TUBES	COST AMT.
TOTAL ACCESSORIES →		

23

_____ BOARD OF EDUCATION

EDUCATIONAL AND EXTRA CURRICULAR TRIP INVOICES

NAME OF DRIVER:	BUS NUMBER:
DATE OF TRIP:	
SCHOOL:	DEPARTMENT:
DESTINATION:	
MILEAGE – RETURN	TOTAL MILES TRAVELED:
TIME DEPARTURE:	TIME RETURNED:
DRIVING TIME _____ = _____ Hours X Rate	
WAITING TIME _____ = _____ Hours X Rate	
TOTAL AMOUNT DUE DRIVER	
APPROVED FOR PAYMENT BY: Director of Transportation	

3 Copies

Director of Transportation – White

Principal – Yellow

Driver – Pink

SAMPLE TRIP INVOICE

SCHOOL BUS MAINTENANCE FACILITY

A properly designed and equipped school bus maintenance facility must be adopted for quality cost effective school maintenance.

PLANNING THE SCHOOL BUS GARAGE

When planning a school bus maintenance facility, careful consideration must be given to the following factors influencing decision to build or construct.

1. Cost of services being provided by local garages.
2. Availability of facilities for a maintenance garage.
3. Availability of maintenance personnel.
4. Other machine and tool maintenance costs. (All schools need repair and maintenance of tractors, trucks, cars, mowers, etc. Savings can be made by servicing such equipment in a garage.)
5. The amount of self-maintenance to be performed. (Smaller districts may want to contract major maintenance work but money can be saved by following a preventative maintenance program. Larger districts would save more with a complete self-maintenance program.)
6. Number and size of buses for the present and foreseeable future.
7. Number of service bays and type of service to be provided such as maintenance, repairs, tires, wash, etc.
8. Heating, electrical, ventilation, and utility services needed.
9. The location and type of fuel storage tanks to meet the State Fire Marshall's regulations and Federal regulations regarding underground storage tanks.

GENERAL DESIGN OF BUS GARAGE

The general design of a school bus garage, as indicated below, is not a cut-and-dry procedure, but a basic approach that can be tailored to suit conditions in school districts statewide.

1. Walls, partitions, and roofs should be of approved fire resistive materials.
2. Garages should be constructed to provide a minimum inside unobstructed height of 16 feet.
3. A bus garage should be planned with a series of bays, each bay to house a bus, and served by an overhead door.
4. Repair and wash stalls should not be less than 20 feet wide.
5. Minimum depth of garage should be 50 feet. The depth should be at least 100 feet (if buses are pulled from both sides).
6. A wash stall should be separated from a repair bay by a masonry wall at least 6 feet in height.
7. A concrete or metal threshold for entrance doors is essential. A concrete apron of adequate size and slope should be provided in front of each entrance door.
8. Floors should be concrete, reinforced with wire mesh, and properly pitched to floor drains. Concrete floors should be trowled, sealed, and contain a hardener to prevent chipping and grease penetration.
9. Roof structures must be sufficient strength to withstand snow loads.
10. Storage spaces for parts and supplies should be provided. If a fleet of considerable size is maintained, there should be a separate stockroom for parts. This room should be large enough for a desk and file space.
11. Lavatory and toilet facilities should be provided for mechanics and drivers.

12. It is practical to have a waiting room for drivers adjacent to the office area, which can be used in combination as a classroom for driver training purposes.

FACILITY EQUIPMENT

Facility equipment should include, but is not limited to;

1. One repair bay equipped with a hydraulic lift. If a lift is used, it should be a dual type and at least 28,000 pound capacity. The ceiling height minimum of 16 feet for the bay used for the lift should be sufficient to allow lift of the bus for proper working height.
2. The heating plant should provide for a minimum temperature of 50° inside when 0° outside.
3. Wash stalls should be fitted with hot and cold water hose bibs and drains with sewer traps.
4. Repair bays should be equipped with an exhaust pipe with flexible connection to remove engine exhaust fumes from the garage.
5. An air compressor should be of sufficient size to meet requirement of the garage's pneumatic equipment.
6. Fuel and oil service facilities should be convenient both to the buses and the office.
7. Liberal allowance must be made for both natural and artificial lighting of repair bays. Yard lights mounted on the building may be required.
8. Electrical service to the garage should be 220 volt, 3-phase as a minimum.
9. An eyewash and shower should be installed for mechanic's safety from corrosive materials and should include a shop first-aid kit.

CONTRACTED MAINTENANCE SERVICES

If a district chooses to contract its maintenance services, there should be a written agreement negotiated between the parties regarding extent of services, warranty of services, and charges for service. Legal restrictions placed upon the districts regarding bidding and purchasing should be considered when negotiating maintenance services. Various contracted services available to districts are:

- ❖ Local service stations. These usually offer only limited service such as fueling, tires, inspections, lubrications, minor part replacements, and parking facilities. Districts with limited spare vehicles should take into consideration that service stations are not always able to render immediate service.
- ❖ Local independent garages or dealers. May be able to provide services equal to a general repair center.
- ❖ Other school districts. Those that own and operate their own maintenance facility may accept contract work.
- ❖ Municipal, county or state shops. State highway and county road shops may offer fueling facilities more economically than other non-governmental agencies.
- ❖ Specialized services. Shops specializing in items such as repair of upholstery, body damage repairs, painting and replacement of glass may offer the most economical service.

If a district contracts for maintenance service, it will be necessary to establish an adequate record-keeping system. For instance, this would prevent excess mileage driving to and from a shop for minor repairs when other items could be performed at the same time. Regardless of fleet size or level at which a district operates, a staff member must be available to coordinate all inspections, service, preventative maintenance and other major repairs.

FULL SERVICE MAINTENANCE FACILITY	DESCRIPTION	MINIMUM	OPTIMUM
SUPPORT AREAS	Work Bay	50' Long X 16' Wide X 16' High	60' Long X 20' Wide X 16' High
	Wash Bay		60' Long X 20' Wide
	Storage Loft		60' Long X 20' Wide
	Toilets, Ladies – Men		
	Office, Supervisor – Service Manager		
	Driver's Lounge		
	Storage Area, Small Parts		
	Machine Shop Area		
	Battery Storage/Charge Area		
	Tire Change Area		
	Mechanical Room		
	Flammable Storage Area		

FULL SERVICE MAINTENANCE FACILITY	DESCRIPTION	MINIMUM	OPTIMUM
EQUIPMENT AND BUILDING NEEDS	Twin Post Hydraulic Lifts		
	Exhaust System		
	30 Wiring		
	240 Volt, 4-Wire Outlets		
	240 Volt, 3-Wire Outlets		
	Air Compressor		
	Hot and Cold Water		
	Proper Lighting and Heating	Heating 50 at 0	
		Lighting, 100 Candle Work Area	
	Eyewash, shower and Other Safety Equipment		

FULL SERVICE MAINTENANCE FACILITY	DESCRIPTION	MINIMUM	OPTIMUM
FACILITY SIZE	Work Bays for: 1-25 Buses	2 Work Bays	
	Inspections for: 1-265 Buses	3 Work Bays	
	Preventative Maintenance for: 50-75 Buses	4 Work Bays	
	Scheduled Repair for: 75-100 Buses	5 Work Bays	

"N" INSPECTION - NEW VEHICLE

This is a good time to get information about the vehicle to ensure pre-delivery service was completed and to determine needed warranty repairs:

Bus number, VIN number, engine number, transmission number, lift number, GVWR, title, size, etc.

NEW VEHICLE INSPECTION REPORT

_____SCHOOLS DISTRICT

DATE ____/____/____ MECHANIC _____VEHICLE SIDE NUMBER _____
 ENGINE SERIAL NO. _____GVWR _____
 TRANSMISSION SERIAL NO. _____
 ODOMETER _____

In space after each item indicate condition as follows:

() Item is O.K. (0) Adjustments Made (X) Repairs Needed

(W) Item needs warranty work (Write up on work order)

SYS.	NO.	ITEM	SYS.	NO.	ITEM	SYS.	NO.	ITEM
------	-----	------	------	-----	------	------	-----	------

ROAD TEST ON LOT

45	1-1	Engine Oil (Ots.)	13	1-9	Pedals Y Pads	13	1-17	Windshield Washers
44	1-2	Ignition Switch	02	1-10	Clutch Disengagement	02	1-18	Windshield Wipers
33	1-3	Engine Operation	23	1-11	Drive Test (On Lot)	02	1-19	Glass
45	1-4	Governor	45	1-12	Transmission Shift	02	1-20	Heater & Defroster
44	1-5	Oil Pressure	26	1-13	Horn	01	1-21	Shutdown Operation
03	1-6	Instruments	02	1-14	Steering Play	45	1-22	Air Bleed Off
03	1-7	Air Tank (Drain)	15	1-15	Brake Performance	13	1-23	Lights & Reflectors
13	1-8	Air Pressure Build Up	13	1-16	Parking Brake			

REAR AXLE

12	1-2	Differential	16	2-6	Shackles	16	2-11	Spring Leaves
12	2-2	Pinion Seal	12	2-7	Breathers	12	2-12	Axle Housings
12	2-3	Fluid Level (Pts.)	16	2-8	U Bolts	13	2-13	Brake Lines &
	2-4	Shock Absorbers &	16	2-9	Rebound Clips	13	2-22	Brake Adjustment
	2-5	Brackets	16	2-20	Center Bolts	13	2-24	Brake Chamber

DRIVE LINES

CHASSIS FRAME &

FUEL

24	3-1	Yokes & Splines	43	4-1	Tail Pipe	44	4-5	Lines & Fittings
24	3-2	Flange Bolts	43	4-2	Muffler	45	4-6	Air-Fuel-Oil Filters
24	3-3	Universal Joints	43	4-3	Exhaust Pipe	13	4-7	Air Lines & Hangers
24	3-4	Center Bearings	43	4-4	Hangers	02	4-8	Splash Guards
						02	4-9	Mounting Bolts

TRANSMISSION

FRONT

AXLE

26	5-1	Leaks	13	7-1	Slack Adjusters	16	7-9	Center Bolts
26	5-2	Fluid Level (Ots.)	13	7-2	Brake Chambers	16	7-10	Rebound Clips
26	5-3	Auxiliary Filter	13	7-3	Brake Adjustment	16	7-11	U Bolts
26	5-4	Shift Linkage	13	7-4	Brake Lines & Connections	16	7-12	Shackles & Brackets
26	5-5	Modulator & Cooler	13	7-5	Backing Plates	16	7-13	Shock Absorbers &
26		Cooler Lines	15	7-6	Tie Rods & Ends	16	7-14	K. P. Bearing
		CLUTCH	11	7-7	Axle	16	7-15	Shims
23	6-1	Mechanical (" Clear)	16	7-8	Spring Leaves	45	7-16	Change Oil
23	6-2	Return Spring				16	7-17	Grease All Fittings
23	6-3	Bearing						

NOTE: CHECK PARKING BRAKE ON BACK OF THIS SHEET.

INSTRUCTIONS FOR NEW VEHICLE INSPECTION REPORTS

All operations to be performed by manufacturer's service manual procedures and specifications.

1. Change oil and oil filter.
2. Lube all grease fittings.
3. Change transmission auxiliary filter.
4. Check and correct all fluid levels.
5. Check brake chamber rod adjustment and for dragging.
6. Drain fuel water separator.
7. Check all lines and hoses for routing and type.
8. Check accelerator linkage and adjustment.
9. Check air bag height.
10. Check battery cable routing.
11. Seal battery cables.
12. Check all doors and exits for fit and operation.
13. Check alignment.
14. Aim head lights.
15. Check overall appearance.
16. Torque all U bolts.
17. Check for missing items specified in specification manual.
18. Check lift ground.
19. Check lift cable routing and length.
20. Check amp draw of lift while loaded.
21. Install license plate.
22. Check lift control cable for length and routing.

Note: All warranty items use code 003 for repair type on work order. Report all warranty items to local dealer.

INSTRUCTIONS FOR PREVENTATIVE MAINTENANCE INSPECTION REPORTS

The type and interval for a preventative maintenance schedule will be as follows:

A	Inspection	Monthly/1,000 Miles
	Safety inspection with brake adjustment. Put on the work order. Brake adjustments will be scheduled by the computer. Check all fluid levels and top off each. Air all tires unless replacement is needed. Repair all lights - if bulb replacement does not repair, put on work order. See items in the "Operation to Perform" section for "A" Inspection. All driver complaints will be put on the work order and noted as driver complaint.	
A B	Inspection	3,000 Miles - Gas 6,000 Miles – Diesel Not to exceed manufacturers Recommendation in the Service Manual
	Oil and oil filter change. Lube all grease fittings. Oil sample - diesel only. Check coolant freeze points and conditioner. See "Operation to Perform" for "B" Inspection. Check diesel air filter restriction gauge.	
A B C	Inspection (Gasoline Powered Units)	12,000 Miles
	Tune-up - put on W/O. Replace air filter on gas engines and all emission filters. Replace gas engine fuel filter. Service battery - clean and seal cables. "See Operation to Perform" for "C" Inspection. Check diesel engine air filter restriction gauge.	
A B C D	Inspection	24,000 Miles
	Transmission and rear end services. Replace coolant filters. Replace transmission auxiliary filters. Replace secondary and primary fuel filters. See "Operation to Perform" for "D" Inspection. "D" inspection will include body shop work.	

Quality Control and Reinspection - Work to Perform

Only recheck items on work order because the bus has been checked by one inspector, one or more mechanics and possibly service manager.

Service manager should be informed if bus failed for something other than safety item that is not on the work order. Service manager will have final say in rejection or failure of item. All safety items will fail (deadline) the bus and the bus will be sent back to shop for repair. Service Manager will also be notified of safety item that is failed and may want to discuss item with the inspector/mechanic.

THE FOLLOWING IS A GUIDE DETAILING THE EXPECTED TIME IT WILL TAKE TO DO INSPECTIONS AND REINSPECTIONS:

A	45 MINUTES
B	ONE HOUR
C	ONE HOUR AND 30 MINUTES
D	TWO HOURS AND 30 MINUTES
REINSPECTION	FIFTEEN MINUTES*

DEFINE OIL LEAK

Class I Shows signs of dampness and collecting dirt.

Class II Forms drops but does not drip. Repair during "D" inspection.

Class III Oil drips from the component. Repair when needed - anytime or any inspection.

Engine should be steam cleaned on Class III leak or during "D" inspection.

Any time an oil leak is on the exhaust (y-pipe) on a gas engine, it has to be repaired.

REMEMBER OVER TIME, YOUR EQUIPMENT WILL BE CLEANER WITH GOOD PM.

DETERMINING WHICH INSPECTION IS DUE IS SIMPLE ARITHMETIC

Within 1,000 miles C & D

Within 500 miles B

Current mileage _____

Last "D" inspection _____

_____ within 1,000 miles due "D"

Current mileage _____

Last "C" _____

_____ within 1,000 miles due "C"

Current mileage _____

Last "B" _____

_____ within 500 miles due "B"

Current mileage _____

Last "A" _____

REINSPECTION

1. YOUR RESPONSIBILITY IS QUALITY CONTROL.
2. The mechanic's job is to follow the service and repair procedures in the manufacturers' repair manuals and to have the motivation and training to be very conscientious of his/her work and responsibility. He/she should be confident in his/her work, be able to make judgment calls, and use good shop maintenance practice and use of tools.
3. You help in motivation and training.
4. Your main responsibility as an inspector is the safety of the buses you inspect. Dedication to your job will result in quality control.